

## UNITED STATES BANKRUPTCY COURT

SOUTHERN DISTRICT OF CALIFORNIA

325 West F Street, San Diego, California 92101-6991

In Re

BANKRUPTCY NO.

Debtor.

TRUSTEE REQUEST FOR NOTICE OF PROPOSED PUBLIC  
SALE AND INVITATION FOR BETTER OFFER

TO: THE BANKRUPTCY CLERK OF COURT

The undersigned trustee requests that the Bankruptcy Court serve a notice of public sale and invitation for better offer  
for (*confine text to box*):

Property Description:

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Price:

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Proposed Buyer:

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Terms and Conditions of Sale:

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Courtroom Deputy's Telephone Number (check appropriate number):

☐ (619) 557-6019/Meyers☐ (619) 557-6594/Adler☐ (619) 557-6018/Hargrove☐ (619) 557-5157/Bowie

DATED:

\_\_\_\_\_, Trustee

**INSTRUCTIONS FOR COMPLETING REQUEST FOR NOTICE FORM ON REVERSE SIDE**

NOTE: USE FOR ALL CASES FILED UNDER OR CONVERTED TO CHAPTER 7 AFTER JANUARY 1, 1985. FOR ALL OTHER CASES, YOU MUST FILE A NOTICE OF INTENDED ACTION AS BEFORE.

1. The request for notice must be typed with either a 10cpi font or 12pt font. Text must fit within the box provided using one of these two font types.
2. Do not use any attachments. Notices are of necessity limited to one (1) page.
3. If the notice is to reference a supporting document (such as an application, etc.), that document must be on file on or before the date that the request for notice is filed.
4. Provide the full case name and number, including the judge's initial and the chapter designation (for example: 85-07342-M7).
5. For real property, use only the street address or other appropriate reference. Do not use a full legal description on your request for notice.
6. For personal property, such as inventory, the description of smaller items should be generalized to fit on the spaces provided, while still apprising creditors as much as possible.
7. Date the request for notice as of the day you sign it. NOTE: This will not be the date of mailing. The Court's computer will automatically insert the date of service for calculation of response time.
8. It is the Court's policy that computer-generated notices be mailed within seven (7) working days from the date they are filed. However, delays can occur due to a number of factors, including computer failure. TRUSTEES ARE STRONGLY ADVISED TO SCHEDULE DATES FOR SALES WELL IN ADVANCE SO AS TO ALLOW FOR POSSIBLE DELAYS.
9. If you know in advance that you will require notice in a more expedited manner, you should contact the Court immediately to make arrangements. Failure to do so may result in your having to manually mail the notice. In no event can the Court get out a notice in less than three (3) full working days. Similarly, in the rare event that a notice cannot contain the property description or other information in the spaces provided, you must contact the Case Administrator Supervisor to discuss other arrangements.

**WHEN SUBMITTING THIS REQUEST, IT IS NOT NECESSARY TO INCLUDE THIS PAGE.**